

State of Hawaii
Department of Human Services
Housing and Community Development Corporation of
Hawaii

Request for Proposals

RFP No. RSS 2005-01
Comprehensive Needs Assessment

Issued: February 15, 2005

Deadline: April 15, 2005

Note: If this RFP was downloaded from the State Procurement Office RFP Website each applicant must provide contact information to the RFP contact person for this RFP to be notified of any changes. For your convenience, an [RFP Interest form](#) may be downloaded to your computer, completed and e-mailed or mailed to the RFP contact person. The State shall not be responsible for any missing addenda, attachments or other information regarding the RFP if a proposal is submitted from an incomplete RFP.

February 15, 2005

REQUEST FOR PROPOSALS

COMPREHENSIVE NEEDS ASSESSMENT

RFP No. RSS-2005-01

The Department of Human Services, Housing and Community Development Corporation of Hawaii, Resident Services Section, is requesting proposals from qualified applicants to provide a comprehensive needs assessment statewide among participants under the federal and state public housing programs and the section 8 rental assistance program under the HCDCH's jurisdiction. The contract term will be from May 16, 2005 through May 15, 2006.

Proposals shall be mailed and postmarked by the United State Postal Service on or before April 15, 2005, or hand delivered no later than 4:30 p.m., Hawaii Standard Time (HST), on April 15, 2005, at the drop-off sites designated on the Proposal Main-in and Delivery Information Sheet. Proposals postmarked or hand delivered after the submittal deadline shall be considered late and rejected. There are no exceptions to this requirement.

The Resident Service Section will conduct an orientation on February 24, 2005 at 1002 N. School Street, Building L from 9:30 a.m. to 11:00 p.m. All prospective applicants are encouraged to attend the orientation.

The deadline for submission of written questions is 4:30 p.m., HST, on March 7, 2005. All written questions will receive a written response from the State on or about March 14, 2005.

Inquiries regarding this RFP should be directed to the RFP contact person, Ms. Barbara E. Arashiro at 1002 North School Street, Building J, Honolulu, Hawaii 96817, telephone: (808) 832-5900, fax (808) 832-5910.

PROPOSAL MAIL-IN AND DELIVERY INFORMATION SHEET

NUMBER OF COPIES TO BE SUBMITTED: 4
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**ALL MAIL-INS MUST BE POSTMARKED BY UNITED STATES POSTAL SERVICE
(USPS) NO LATER THAN
April 15, 2005**

All Mail-ins

Housing and Community
Development Corporation of Hawaii
677 Queen Street, Suite 300
Honolulu, Hawaii 96813

**HCDCH RFP
COORDINATOR**

Barbara E. Arashiro
For further info or inquiries
Phone: 832-5900
Fax: 8323-5910

**ALL HAND DELIVERIES WILL BE ACCEPTED AT THE FOLLOWING SITES UNTIL
4:30 P.M., Hawaii Standard Time (HST) April 15, 2005.**

Drop-off Site

Oahu:

Housing and Community Development Corporation of Hawaii
677 Queen Street, Suite 300
Honolulu, Hawaii 96813

BE ADVISED: All mail-ins postmarked by USPS after **12:00 midnight, April 15, 2005, will not be accepted for review and will be returned.**

Hand deliveries will **not** be accepted after **4:30 p.m., HST, April 15, 2005.**

Deliveries by private mail services such as FEDEX shall be considered hand deliveries and will not be accepted if received after **4:30 p.m., HST, April 15, 2005**

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Section 1

Administrative Overview

Section 1

Administrative Overview

Applicants are encouraged to read each section of the RFP thoroughly. While sections such as the administrative overview may appear similar among RFPs, state purchasing agencies may add additional information as applicable. It is the responsibility of the applicant to understand the requirements of *each* RFP.

I. Authority

This RFP is issued under the provisions of the Hawaii Revised Statutes (HRS), Chapter 103F and its administrative rules. All prospective applicants are charged with presumptive knowledge of all requirements of the cited authorities. Submission of a valid executed proposal by any prospective applicant shall constitute admission of such knowledge on the part of such prospective applicant.

II. RFP Organization

This RFP is organized into five sections:

Section 1, Administrative Overview--Provides applicants with an overview of the procurement process.

Section 2, Service Specifications--Provides applicants with a general description of the tasks to be performed, delineates applicant responsibilities, and defines deliverables (as applicable).

Section 3, Proposal Application Instructions--Describes the required format and content for the proposal application.

Section 4, Proposal Evaluation--Describes how proposals will be evaluated by the state purchasing agency.

Section 5, Attachments --Provides applicants with information and forms necessary to complete the application.

III. Contracting Office

The Contracting Office is responsible for overseeing the contract(s) resulting from this RFP, including system operations, fiscal agent operations, and monitoring and assessing provider performance. The Contracting Office is:

Housing and Community Development Corporation of Hawaii
Department of Human Services, State of Hawaii
677 Queen Street, Suite 300

VI. Submission of Questions

Applicants may submit questions to the RFP Contact Person identified in Section 2 of this RFP. All written questions will receive a written response from the state purchasing agency.

Deadline for submission of written questions:

Date: March 7, 2005 **Time:** 4:30 p.m. HST

State agency responses to applicant written questions will be provided by:

Date: March 14-21, 2005

VII. Submission of Proposals

A. Forms/Formats - Forms, with the exception of program specific requirements, may be found on the State Procurement Office website at: www.spo.hawaii.gov, click *Procurement of Health and Human Services* and *For Private Providers*. Refer to the Proposal Application Checklist for the location of program specific forms.

1. **Proposal Application Identification (Form SPO-H-200)** - Provides identification of the proposal.
2. **Proposal Application Checklist** – Provides applicants with information on where to obtain the required forms; information on program specific requirements; which forms are required and the order in which all components should be assembled and submitted to the state purchasing agency.
3. **Table of Contents** - A sample table of contents for proposals is located in Section 5, Attachments. This is a sample and meant as a guide. The table of contents may vary depending on the RFP.
4. **Proposal Application (Form SPO-H-200A)** - Applicant shall submit comprehensive narratives that addresses all of the issues contained in the Proposal Application Instructions, including a cost proposal/budget if required. (Refer to Section 3 of this RFP.)
5. **Registration Form (SPO-H-100A)** – If applicant is not registered with the State Procurement Office (business status), this form must be submitted with the application. If applicant is unsure as to their registration status, they may check the State Procurement Office website at:

<http://www.spo.hawaii.gov>, click *Procurement of Health and Human Services*, and *For Private Providers and Provider Lists...The List of Registered Private Providers for Use with the Competitive Method of Procurement* or call the State Procurement Office at (808) 587-4706.

- 6. Tax Clearance** – A certified copy of a current valid tax clearance certificate issued by the State of Hawaii, Department of Taxation (DOTAX) and the Internal Revenue Service (IRS) will be required either at the time of proposal submittal or upon notice of award at the discretion of the purchasing agency.

Refer to Section 4, item III.A.1, Administrative Requirements, and the Proposal Application Checklist to see if the tax clearance is required at time of proposal submittal. The tax clearance application may be obtained from the Department of Taxation website at www.hawaii.gov/tax/tax.html.

- B. Program Specific Requirements** - Additional program specific requirements are included in Sections 2 and/or 3, Service Specifications and the Proposal Application Instructions, as applicable. If Federal and/or State certifications are required, they are listed on the Proposal Application Checklist.
- C. Multiple or Alternate Proposals** - Multiple or alternate proposals shall not be accepted unless specifically provided for in Section 2 of this RFP. In the event alternate proposals are not accepted and an applicant submits alternate proposals, but clearly indicates a primary proposal, it shall be considered for award as though it were the only proposal submitted by the applicant.
- D. Proposal Submittal** - Proposals must be postmarked by USPS or hand delivered by the date and time designated on the Proposal Mail-In and Delivery Information Sheet attached to this RFP. Any proposal postmarked or received after the designated date and time shall be rejected. Note that postmarks must be by United States Postal Service or they will be considered hand-delivered and shall be rejected if late. One original and 4 copies of the proposal are required.
- E. Wages and Labor Law Compliance** - Before a provider enters into a service contract in excess of \$25,000, the provider shall certify that it complies with section 103-55, HRS, Wages, hours, and working conditions of employees of contractors performing services. Section 103-55, HRS may be obtained from the Hawaii State Legislature website at <http://www.capitol.hawaii.gov/>. Or go directly to:

http://www.capitol.hawaii.gov/hrscurrent/Vol02_Ch0046-0115/HRS0103/HRS_0103-0055.htm

- F. Confidential Information** – If an applicant believes any portion of a proposal contains information that should be withheld as confidential, the applicant shall request in writing nondisclosure of designated proprietary data to be confidential and provide justification to support confidentiality. Such data shall accompany the proposal, be clearly marked, and shall be readily separable from the proposal to facilitate eventual public inspection of the non-confidential sections of the proposal.

Note that price is not considered confidential and will not be withheld.

VIII. Discussions with Applicants

- A. Prior to Submittal Deadline.** Discussions may be conducted with potential applicants to promote understanding of the purchasing agency's requirements.
- B. After Proposal Submittal Deadline -** Discussions may be conducted with applicants whose proposals are determined to be reasonably susceptible of being selected for award, but proposals may be accepted without discussions, in accordance section 3-143-403, HAR.

IX. Opening of Proposals

Upon receipt of proposal by a state purchasing agency at a designated location, proposals, modifications to proposals, and withdrawals of proposals shall be date-stamped, and when possible, time-stamped. All documents so received shall be held in a secure place by the state purchasing agency and not examined for evaluation purposes until the submittal deadline.

Procurement files shall be open to public inspection after a contract has been awarded and executed by all parties.

X. Additional Materials and Documentation

Upon request from the state purchasing agency, each applicant shall submit any additional materials and documentation reasonably required by the state purchasing agency in its evaluation of the proposals.

XI. RFP Amendments

The State reserves the right to amend this RFP at any time prior to the closing date for the final revised proposals.

XII. Final Revised Proposals

The applicant's final revised proposal, *as applicable* to this RFP, must be postmarked or hand delivered by the date and time specified by the state purchasing agency. Any final revised proposal post-marked or received after the designated date and time shall be rejected. If a final revised proposal is not submitted, the previous submittal shall be construed as their best and final offer/proposal. *The applicant shall submit **only** the section(s) of the proposal that are amended, along with the Proposal Application Identification Form (SPO-H-200).* After final revised proposals are received, final evaluations will be conducted for an award.

XIII. Cancellation of Request for Proposal

The request for proposal may be canceled and any or all proposals may be rejected in whole or in part, when it is determined to be in the best interests of the State.

XIV. Costs for Proposal Preparation

Any costs incurred by applicants in preparing or submitting a proposal are the applicants' sole responsibility.

XV. Provider Participation in Planning

Provider participation in a state purchasing agency's efforts to plan for or to purchase health and human services prior to the state purchasing agency's release of a request for proposals, including the sharing of information on community needs, best practices, and providers' resources, shall not disqualify providers from submitting proposals if conducted in accordance with sections 3-142-202, 3-142-203 and 3-143-618 of the Hawaii Administrative Rules for Chapter 103F, HRS.

XVI. Rejection of Proposals

The State reserves the right to consider as acceptable only those proposals submitted in accordance with all requirements set forth in this RFP and which demonstrate an understanding of the problems involved and comply with the service specifications. Any proposal offering any other set of terms and conditions contradictory to those included in this RFP may be rejected without further notice.

A proposal may be automatically rejected for any one or more of the following reasons: (Relevant sections of the Hawaii Administrative Rules for Chapter 103F, HRS, are parenthesized)

- (1) Rejection for failure to cooperate or deal in good faith. (Section 3-141-201, HAR)
- (2) Rejection for inadequate accounting system. (Section 3-141-202, HAR)
- (3) Late proposals (Section 3-143-603, HAR)
- (4) Inadequate response to request for proposals (Section 3-143-609, HAR)
- (5) Proposal not responsive (Section 3-143-610 (1), HAR)
- (6) Applicant not responsible (Section 3-143-610 (2), HAR)

XVII. Notice of Award

A statement of findings and decision shall be provided to all applicants by mail upon completion of the evaluation of competitive purchase of service proposals.

Any agreement arising out of this solicitation is subject to the approval of the Department of the Attorney General as to form, and to all further approvals, including the approval of the Governor, required by statute, regulation, rule, order or other directive.

No work is to be undertaken by the awardee prior to the contract commencement date. The State of Hawaii is not liable for any costs incurred prior to the official starting date.

XVIII. Protests

Any applicant may file a protest against the awarding of the contract. The Notice of Protest form, SPO-H-801, is available on the SPO website (see the Proposal Application Checklist in Section 5 of this RFP. Only the following matters may be protested:

- (1) A state purchasing agency's failure to follow procedures established by Chapter 103F of the Hawaii Revised Statutes;
- (2) A state purchasing agency's failure to follow any rule established by Chapter 103F of the Hawaii Revised Statutes; and

- (3) A state purchasing agency's failure to follow any procedure, requirement, or evaluation criterion in a request for proposals issued by the state purchasing agency.

The Notice of Protest shall be mailed by USPS or hand delivered to the head of the state purchasing agency conducting the protested procurement and the procurement officer who is conducting the procurement (as indicated below) within five working days of the postmark of the Notice of Findings and Decision sent to the protestor. Delivery services other than USPS shall be considered hand deliveries and considered submitted on the date of actual receipt by the state purchasing agency.

Head of State Purchasing Agency		Procurement Officer	
Name:	Lillian B. Koller, Esq.	Name:	Stephanie Aveiro
Title:	Director	Title:	Executive Director
Mailing Address:	P.O. Box 339 Honolulu, Hawaii 96809	Mailing Address:	P.O. Box 17907 Honolulu, Hawaii 96817
Business Address:	Queen Liliuokalani Building 1390 Miller Street Honolulu, Hawaii 96813	Business Address:	677 Queen Street, Suite 300 Honolulu, Hawaii 96813

XIX. Availability of Funds

The award of a contract and any allowed renewal or extension thereof, is subject to allotments made by the Director of Finance, State of Hawaii, pursuant to Chapter 37, HRS, and subject to the availability of State and/or Federal funds.

XX. Monitoring and Evaluation

The criteria by which the performance of the contract will be monitored and evaluated are:

- (1) Milestone Achievement/Performance Measures
- (2) Financial Management
- (3) Administrative Requirements
- (4) Management Requirements

XXI. General and Special Conditions of Contract

The general conditions that will be imposed contractually are on the SPO website. (See Section 5, Proposal Application Checklist for the address). Special conditions may also be imposed contractually by the state purchasing agency, as deemed necessary.

XXII. Cost Principles

In order to promote uniform purchasing practices among state purchasing agencies procuring health and human services under Chapter 103F, HRS, state purchasing agencies will utilize standard cost principles outlined in Form SPO-H-201 which is available on the SPO website (see section 5, the Proposal Application Checklist). Nothing in this section shall be construed to create an exemption from any cost principle arising under federal law.

Section 2

Service Specifications

Section 2

Service Specifications

I. Introduction

A. Background

In 1997, the Legislature established the Housing and Community Development Corporation of Hawaii (hereinafter “HCDCH”) effective July 1, 1998, through Act 350, SLH 1997. The HCDCH consolidates all state housing functions and is administratively attached to the Department of Human Services. The corporation is a public body and a body corporate and politic. The mission of the HCDCH is to serve as a catalyst to provide Hawaii’s residents with affordable housing and shelter opportunities in a balanced and supportive environment without discrimination.

To accomplish its mission, the HCDCH has adopted five priority goals which focus on the areas of 1) rental and supportive housing, 2) community revitalization, 3) resident self-sufficiency, 4) homeownership, and the 5) efficient and fair delivery of housing and supportive services. The HCDCH’s Resident Services Section plays its part by actively providing programs and services that address the safety and crime prevention, health, social and economic self-sufficiency needs of residents in public housing.

The definition of self-sufficiency often lies with an individual’s or family’s specific need; mental, social, and financial status; and level of readiness to accept supportive services. For proposal purposes, self-sufficiency programs can be separated into two categories: 1) social self-sufficiency, and 2) economic self-sufficiency. The goal of economic self-sufficiency is often the ideal end. However, in the creation of a social development agreement with an individual, services targeted towards increasing/improving a person’s social self-sufficiency must be addressed first or in combination with economic self-sufficiency services to make sustainable progress.

Social Self-Sufficiency. Programs aimed at improving social self-sufficiency are geared toward capacity building in different areas. Some of the objectives include: increasing problem solving skills and ability to make wise personal decisions; assuming personal responsibility; improving interpersonal relationships; learning healthy beliefs and clear standards about acceptable behaviors in the community.

Economic Self-Sufficiency. Programs geared towards achieving economic self-sufficiency are focused on an individual’s or family’s ability to provide financially and contribute to the economic welfare of the family.

B. Purpose or need

The HCDCH seeks to solicit proposals from qualified consultants to conduct a needs assessment statewide among participants under the federal and state public housing programs and the section 8 rental assistance program under the HCDCH's jurisdiction. The proposed needs assessment must provide pertinent demographic and participant profile information that will be used to establish and implement supportive service programs to be integrated to meet the larger program goals established by the HCDCH for supportive services and to build healthy communities.

C. Description of the goals of the service

The goal of the proposed needs assessment is to provide reliable and valid quantitative and qualitative information to the HCDCH and other interested parties to use in the design, implementation, administration, and monitoring of supportive service programs for participants in housing assistance programs under the HCDCH's jurisdiction.

At a minimum, the study must provide the following information:

- Demographic profile of housing residents compared to area demographics as detailed in the most recent U.S. Census;
- Inventory of existing supportive services and community resources and level of usage by housing residents;
- Gap analysis between the inventory of existing resources and the real or perceived needs of the program participants;
- Quantitative and qualitative information on supportive service needs and barriers to improved living conditions of housing residents in areas such as crime and safety issues, life skills, drug prevention/intervention, literacy, social and economic self-sufficiency;
- Comparison of the population's skill level, interests, and aptitudes with employer needs and employment opportunities; and
- Report of findings in narrative and tabular form with appropriate tests of statistical significance.

D. Description of the target population to be served

The proposed study must provide information on participants in the federal and state public housing programs and the section 8 rental assistance program under the HCDCH's jurisdiction. Study participants include, but are not limited to, housing program participants, HCDCH staff and contractors, service providers, governmental agencies serving low-income individuals and families, and other interested parties.

E. Geographic coverage of service

State of Hawaii

F. Probable funding amounts, source, and period of availability

Total funding: \$350,000 is subject to allotments made by the Director of Finance, State of Hawaii, pursuant to Chapter 37, HRS, and subject to the availability of State and/or Federal funds. Funding period of availability may change upon notice by HCDCH.

Fund may be awarded in full or in part. If all funds are not expended or if additional funds become available or if there is demonstrated need the term and compensation schedule may be increased or extended.

Funds may not be used for costs listed as unallowable in Chapter 103F, HRS Cost Principles of Health and Human Services.

The contractor must implement a system which ensures the minimum time elapsing from the release of funds by HCDCH to its expenditure by the Contractor.

II. General Requirements**A. Specific qualifications or requirements, including but not limited to licensure or accreditation**

To be determined eligible by the State, interested applicants must certify or provide documentation of the following:

1. Have at least one year's experience with the project or in the program area for which the proposal is being made (exceptions may be granted by the Executive Director of the HCDCH where an agency has otherwise demonstrated the necessary experience or expertise in the program area);
2. Have addressed any instances of non-compliance found in past audit and monitoring reports conducted for any social programs administered by HCDCH;
3. Have no outstanding balances owing to the HCDCH (exceptions may be granted by the Executive Director of the HCDCH for debts recently acquired and for debts which have a repayment plan approved by the Executive Director of the HCDCH);
4. Be in good standing with the Department of Commerce and Consumer Affairs and the State Department of Taxation; and Internal Revenue Service;
5. Have a functioning accounting system that is operated in accordance with generally accepted accounting principles, or have a designated entity that

will maintain a functioning accounting system for the organization in accordance with generally accepted accounting principles;

6. Perform financial and compliance audits in accordance with “Government OMB Circular A-133” and submit the audits to the Department as directed if federally funded for \$500,000 or more;
7. Complete the Federal Certifications in section 5
8. Maintain written policies and procedures for the required services including personnel standards, operating procedures, documentation and record keeping, data gathering and reporting, financial administration, quality assurance and monitoring.
9. Selected applicants shall retain any book, document, paper, file or other record of the performance of services for the purposes of monitoring, evaluating, or auditing the contractor’s performance of services and the program, and management and fiscal practices for at least three years, except in any litigation, investigation, audit or other action is underway. The U.S. Department of Housing and Urban Development, HCDCH and any of their authorized representatives shall have the right of access to any records that are related to the performance of services. The right of access shall not be limited to the required retention period but shall last as long as the records are retained.
10. The selected applicant shall be required to comply with all laws, ordinances, codes, rules and regulations of the federal, State and local governments as they relate to the operations of the project and adhere to the instructions prescribed by the HCDCH.
11. Contractors shall indemnify the State of Hawaii and the Housing and Community Development Corporation of Hawaii and shall obtain the following insurance:

Comprehensive Liability	\$1,000,000
Automobile Liability	\$300,000

B. Secondary purchaser participation
(Refer to §3-143-608, HAR)

After-the-fact secondary purchases will be allowed.

Planned secondary purchases: none

C. Multiple or alternate proposals

(Refer to §3-143-605, HAR)

☐ Allowed

 ☒ Unallowed
D. Single or multiple contracts to be awarded

(Refer to §3-143-206, HAR)

☒ Single

 ☐ Multiple

 ☐ Single & Multiple
E. Single or multi-term contracts to be awarded

(Refer to §3-149-302, HAR)

☒ Single term (≤ 2 yrs)

 ☐ Multi-term (> 2 yrs.)

Contract terms:

HCDCH shall issue a single contract as a result of this RFP not to exceed a term of 1 year, with the possibility of up to an additional six month extension upon the execution of a SUPPLEMENTAL AGREEMENT.

The initial period shall commence on the contract start date or Notice to Proceed, whichever is later. The following conditions must be met for an extension:

- Contractor experienced cost savings and has unexpended funds available that can be used to provide additional services; or
- HCDCH determines there is an ongoing need for the services and has funds to extend services not to exceed 6 additional months. Contract extensions shall be awarded at the same or comparable rates as the primary agreement.
- Supplemental Agreement must be executed prior to expiration of the primary agreement.
- The Contractor must obtain HCDCH approval in writing.

F. RFP contact person

The individual listed below is the sole point of contact from the date of release of this RFP until the selection of the successful provider or providers. Written questions should be submitted to the RFP contact person and received on or before the day and time specified in Section I, Item IV (Procurement Timetable) of this RFP.

RFP Coordinator: Barbara E. Arashiro
 Housing and Community Development Corporation of Hawaii
 1002 N. School Street, Bldg J

Honolulu, Hawaii 96817
 Telephone: (808) 832-5900

Fax: (808) 832-5910

III. Scope of Work

The scope of work encompasses the following tasks and responsibilities:

A. Service Activities

(Minimum and/or mandatory tasks and responsibilities)

Needs Assessment. The applicant must propose a methodology that will adequately address the following:

1. Study Specifications
 - a. The proposed study must provide information on housing participants by housing project, management unit, island, statewide, program type, and other categories as requested by the HCDCH, including but not limited to the following:
 - Demographic data
 - Perceptions of crime and safety
 - Barriers to improved social self sufficiency
 - Barriers to improved economic self-sufficiency
 - Education background and literacy
 - Employment history and job readiness; skills and interests as it relates to employment opportunities
 - Participation in HUD's Community Service Requirement
 - Level and sources of income
 - Usage of available support services
 - b. Study participants may include, but are not limited to, housing residents, HCDCH staff, contractors, service providers, governmental agencies serving low income individuals, potential and actual employers, and other appropriate parties.
 - c. Data shall provide accurate, reliable, and valid statistical information in tabular and narrative formats. Study findings shall be analyzed and presented in narrative and tabular form by housing program (i.e. federal public housing), city and county, statewide, specific housing complex (e.g., Mayor Wright Homes), and other appropriate form as requested by HCDCH. Contractor shall provide a copy of all qualitative comments upon request by the HCDCH.
 - d. The proposed methodology must provide data with a margin of error at no more than +/- 5% at a 95% confidence level for the total population.

- e. The proposed methodology for sub-samples shall be sufficient to provide data with an appropriate margin of error not to exceed _____% at a 95% confidence level for each sub-sample (e.g., housing project and program type). The applicant shall propose the margin of error for the sub-sample size and justify its use.
- f. Contractors shall be required to provide written justification for any use of weighted data to achieve a representative sample and must receive prior written approval by the HCDCH.
- g. The proposed methodology shall take into account literacy and language barriers of survey participants so as ensure their equal access and equitable participation in the study. Applicants shall describe provisions for contacting sub-sample respondents which eliminate selection bias.
- h. All screeners and/or survey instruments shall receive final approval by HCDCH prior to implementation and use by the Contractor.
- i. The HCDCH contract administrator shall be consulted as key decisions arise and will be kept apprised of the progress of the study and of findings at least bi-weekly and notified of significant events or decision points as they emerge.
- j. Contractor shall be provided with a list of federal and state public housing projects and names and addresses of participants in the section 8 rental assistance program by the HCDCH. (Refer to attachment A.)

3. Inventory of Support Services

Include an inventory of support services utilized by low income individuals by type of service and geographic area or county. Inventory should also provide information level of usage, need for such services, and barriers to increased participation in services.

4. Gap Analysis

Include an assessment of the needs of housing participants and the lack of needed services by type of services and project, geographic area or county. Gap analysis should also identify needs on a priority basis, accessibility of services, and other pertinent issues.

5. Reports and Presentation of Findings

- a. Upon completion of any quantitative study, the Contractor shall submit raw frequencies to the HCDCH for review prior to preparation of the draft report.
- b. Contractor shall submit 7 copies of the draft report of study findings from all data collected, processed and analyzed. The draft report shall include an analysis of data, narrative report of findings, gap analysis, inventory of services and tabular report of findings by subsamples and by key fields as requested by the HCDCH.
- c. The final report shall, at a minimum, include a table of contents, executive summary, analysis and narrative report of findings, gap analysis, inventory of services, tabular report of statistical data with appropriate tests of statistical significance. Analyses and reports must include general descriptive statistics (e.g., frequencies, means and cross-tabulations) of all questionnaire variables, as well as more in-depth multi-variate analyses as requested.
- d. Upon approval, the Contractor shall submit 75 bound copies of the final report, one unbound original, and all records and data in electronic format.
- e. Upon completion of data collection and issuance of the final report, the Contractor shall present the study findings on Oahu as requested by the HCDCH.
- f. All data, data collection instruments and protocols, computer programs, data documentation, work papers, findings and reports shall be the sole property of the HCDCH. Data and documentation will be thoroughly cleaned and submitted to the HCDCH in the form agreed upon within 15 days of the completion and acceptance of the final report. All data must be accompanied with all documentation necessary for HCDCH to validate or replicate any analyses conducted in the course of the study. This includes a complete data dictionary, the data collection instrument, data entry codes, user notes, and other pertinent information.
- g. Contractor shall not provide, discuss, or present any data or the results of the study to any group or individual without the express written consent of the HCDCH prior to or after the completion of the study.

B. Management Requirements (Minimum and/or mandatory requirements)

1. Personnel

- a. The applicant shall ensure that key supervisory staff are trained and qualified and/or possess the required credentials for such activities.
- b. The applicant shall ensure that personnel who will provide the required services are trained and qualified. Services must be provided by persons with training and/or expertise appropriate to the type of service offered, within the profession and otherwise certified services, if applicable. Staff must be capable of assessing the needs of the targeted population.
- c. The applicant shall have standards and procedures to ensure that all employees are fully qualified to engage in activities and perform the services required.
- d. Pursuant to section 3 of the Housing and Urban Development Act of 1968, contractors shall ensure that employment and other economic opportunities generated shall, to the greatest extent feasible, be directed to low-and very low-income persons, particularly those residing in government assisted housing. Any qualified low-income person shall be provided preference for employment opportunities created by these programs.
- e. In projects that have a duly elected resident council that has been recognized by the HCDCH, it is recommended that applicants coordinate and/or inform the resident council of their activities.

2. Administrative

- a. All applicants must identify procedures to maintain personnel files of the training, supervision, appropriate credentialing, and ongoing monitoring of all employee, subcontracted provider, and volunteer performance.
- b. Applicants must identify how they would provide the necessary infrastructure to support the provision of services under this RFP. An organization chart which clearly defines the applicant's lines of authority and organizational functions must be included.
- c. Applicants must also submit personnel updates to reflect any changes in staffing (i.e., new hires, terminations, changes in credentialing) for the organization's offers and direct service

personnel. Current copies of the resumes or curriculum vitae and copies of licenses or certificates for all new hires or changes in credentialing must also be submitted.

- d. Applicants must maintain written policies and procedures that will identify the applicant's process for primary source verification of all personnel.

3. Quality assurance and evaluation specifications

- a. Contractors must provide a description of their quality assurance and evaluation plan; the plan should evaluate of the accuracy and validity of study findings. The monitoring plan must include an inspection of work papers and files, submission of raw data, and unscheduled site visits by HCDCH and or its agents.
- b. Performance of all contracted agencies will be monitored on an ongoing basis by the HCDCH through file reviews, desk monitoring, site inspections, personal observation, and/or other methods. Contractors who fail to adequately provide services as contracted shall be required to provide a written corrective action plan which addresses the corrective actions that will be taken, the timeline for implementation and the responsible parties.
- c. Failure to comply with reporting requirements or to adequately address monitoring findings may result in the suspension or cancellation of payments or termination of the contract, including forfeiture of all work papers, survey instruments, and data in electronic and hardcopy completed to date at the time of termination. Contractors shall agree to make files available to the HCDCH for the purposes of monitoring.

4. Output and performance/outcome measurements

Contractors shall be monitored on their ability to meet output and performance measures as contracted, including but not limited to:

- a. Daily, weekly, and/or monthly completion rates of quantitative surveys;
- b. Accuracy of raw data and study findings;
- c. Margin of error and confidence level; and
- d. Timeliness and completeness of study findings and reports

5. Experience

The applicant shall provide a listing of verifiable experience with projects or contracts for the most recent five years that are pertinent to the proposed services.

6. Coordination of services

The applicant shall demonstrate the capability to coordinate services with other agencies and resources in the community to minimize costs and maximize participation by program participants with literacy, ESL or disability issues.

Applicants are encouraged to partner with service organizations, resident councils or other groups who currently work with or have knowledge, experiences or existing working relationships with program participants.

7. Reporting requirements for program and fiscal data

Contractor shall submit a draft report of study findings and final report of study findings from all data collected, processed and analyzed as detailed in Section III. A. Service Activities. Upon approval, the Contractor shall submit 75 copies of the final report, one unbound original, and all records and data in electronic format.

Contractors shall submit progress reports, including but not limited to, scheduled activities, daily completion rates and problems and recommendations to remedy.

Contractors shall also submit financial reports no later than 30 days after the end of each month or as otherwise instructed by the HCDCH. The financial reports shall summarize financial activities, including but not limited to, income and expenditures to date, and the expenditure's relationship to the approved budget and an explanation of variances in said budget. Payments shall not be made without satisfactory submittal of a financial report.

Contractors shall submit a final financial and activity report no later than 45 days at the end of the contract period or a sooner termination date or as otherwise instructed by the HCDCH. The final report shall document the contractor's overall efforts toward meeting contract requirements and report expenditures actually incurred.

Contractors shall submit information and/or required reports in a timely manner and in the appropriate forms as prescribed by the HCDCH.

8. Pricing structure or pricing methodology to be used

Pricing shall be on a cost reimbursement method according to the Contactor's approved budget.

Administrative costs are costs for general management, oversight, coordination, evaluation and reporting on contracted services. Up to 15% percent of the total approved project budget may be used to pay for administrative costs.

9. Units of service and unit rate

Not applicable

IV. Facilities

The applicant shall provide a description of its facilities and demonstrate its adequacy in relation to the proposed services. If facilities are not presently available, describe plans to secure facilities. Also describe how the facilities meet ADA requirements, as applicable, and special equipment that may be required for the services.

Section 3

Proposal Application Instructions

Section 3

Proposal Application Instructions

General instructions for completing applications:

- *Proposal Applications shall be submitted to the state purchasing agency using the prescribed format outlined in this section.*
- *The numerical outline for the application, the titles/subtitles, and the applicant organization and RFP identification information on the top right hand corner of each page should be retained. The instructions for each section however may be omitted.*
- *Page numbering of the Proposal Application should be consecutive, beginning with page one and continuing through for each section. **See sample table of Contents***
- *Proposals may be submitted in a three ring binder (Optional).*
- *Tabbing of sections (Recommended).*
- *Applicants must also include a Table of Contents with the Proposal Application. A sample format is reflected in Section 5, Attachment B of this RFP.*
- *A written response is required for **each** item unless indicated otherwise. Failure to answer any of the items will impact upon an applicant's score.*
- *Applicants are **strongly** encouraged to review evaluation criteria in Section 4, Proposal Evaluation when completing the proposal.*
- *This form (SPO-H-200A) is available on the SPO website (for the website address see the Proposal Application Checklist in Section 5, Attachments). However, the form will not include items specific to each RFP. If using the website form, the applicant must include all items listed in this section.*

The Proposal Application comprises the following sections:

- *Proposal Application Identification Form*
- *Table of Contents*
- *Program Overview*
- *Experience and Capability*
- *Project Organization and Staffing*
- *Service Delivery*
- *Financial*
- *Other*

I. Program Overview

This section shall clearly and concisely summarize and highlight the contents of the proposal in such a way as to provide the State with a broad understanding of the entire proposal. Include a brief description of the applicants' organization, the goals and objectives related to the activity, and how the proposed service is designed to meet the problem/need identified in the service specifications.

II. Experience and Capability

A. Necessary Skills

The applicant shall demonstrate that it has the necessary skills, abilities, and knowledge relating to the delivery of the proposed services.

B. Experience

The applicant shall provide a listing of verifiable experience with projects or contracts for the most recent five years that are pertinent to the proposed services.

C. Quality Assurance and Evaluation

The applicant shall describe its own plans for quality assurance and evaluation for the proposed services, including evaluation of the accuracy and validity of study findings. Evaluation plans must include an inspection of work papers and files, submission of raw data, personal observation, and unscheduled site visits by HCDCH and or its agents.

D. Coordination of Services

The applicant shall demonstrate the capability to coordinate services with other agencies and resources in the community to minimize costs and maximize participation by program participants with literacy, ESL or disability issues.

Applicants are encouraged to partner with service organizations, resident councils or other groups who currently work with or have knowledge, experiences or existing working relationships with program participants.

E. Facilities

The applicant shall provide a description of its facilities and demonstrate its adequacy in relation to the proposed services. If facilities are not presently available, describe plans to secure facilities. Also describe how the facilities

meet ADA requirements, as applicable, and special equipment that may be required for the services.

III. Project Organization and Staffing

A. Staffing

1. Proposed Staffing

The applicant shall describe the proposed staffing pattern, client/staff ratio and proposed caseload capacity appropriate for the viability of the services. (Refer to the personnel requirements in the Service Specifications, as applicable.) Attach resumes or position descriptions (if staff is not yet hired) for key personnel.

2. Staff Qualifications

The applicant shall provide the minimum qualifications (including experience) for staff assigned to the program. Describe the knowledge and experience of your proposed project director and/or staff, including the day-to-day program manager. Attach resumes and relevant professional background/experience of each staff position not to exceed 2 pages per person. Include years of experience with pertinent employers. (Refer to the qualifications in the Service Specifications, as applicable)

B. Project Organization

1. Supervision and Training

The applicant shall describe its ability to supervise, train and provide administrative direction relative to the delivery of the proposed services. Describe how the applicant will manage the study to ensure accountability; describe the staff's roles and responsibilities.

2. Organization Chart

The applicant shall reflect the position of each staff and line of responsibility/supervision. (Include position title, name and full time equivalency) Both the "Organization-wide" and "Program" organization charts shall be attached to the Proposal Application.

IV. Service Delivery

Applicant shall include a detailed discussion of the applicant's approach to applicable service activities and management requirements from Section 2, Item III. - Scope of Work, including (if indicated) a work plan of all service activities and tasks to be completed, related work assignments/responsibilities and timelines/schedules.

The Service Delivery Section shall, at a minimum, include a detailed discussion of the following:

1. Describe the proposed methodology and how primary and secondary data will gathered and incorporated into the study findings; including the research tools, instruments, or techniques to be used to obtain, gather, and analyze data;
2. Describe the sample size and how the applicant will determine the appropriate sample and subsample sizes; show any formulas used to determine sample size. If weighted data will be used, applicant should describe the need for, calculation of and justification for use of weighted data.
3. Describe the study workplan of all activities and tasks to be completed on a monthly basis. The workplan should include a description of major milestones and timelines. The milestones will be used to determine whether services were satisfactorily delivered.
4. Describe how the applicant's approach is the most advantageous in terms of meeting study goals and objectives, cost effectiveness, and reliability.
5. Describe the format of the final report and study findings to show how the study findings will be presented, including any statistical tests to be performed on survey data.
6. Describe what methods the applicant will use to conduct outreach or encourage participation in the needs assessment.
7. Describe how the applicant will take into account literacy and language barriers of study participants.
8. Describe how the applicant will gather information and inventory the services provided to low income individuals.

V. Financial

A. Pricing Structure

Applicant shall submit a cost proposal utilizing the pricing structure designated by the state purchasing agency. The cost proposal shall be attached to the Proposal Application.

The applicant shall submit a cost proposal utilizing the cost reimbursement pricing structure designated by the HCDCH. All fees shall be included in the proposal price, including but not limited to, personnel, subcontractors, travel

expenses, equipment, supplies, etc. All proposals should include the State of Hawaii general excise tax.

The cost reimbursement pricing structure reflects a purchase arrangement in which the STATE pays the contractor for budgeted costs that are actually incurred in delivering the services specified in the contract, up to a stated maximum obligation as agreed upon contractually.

The contractor shall be eligible for payments upon completion of major milestones as detailed in the applicant's proposal and incorporated into the contract. Contractor's who fail to satisfactorily deliver services as proposed/contracted for shall not be eligible for their full monthly billing. The terms and conditions of payment shall be detailed in the contract.

Only the following budget form(s), which are available on the State Procurement Office website (<http://www.spo.hawaii.gov>) shall be submitted with the POS Proposal Application:

- | | |
|-------------------|--|
| 1. Form SPO-H205 | Budget |
| 2. Form SPO-H206A | Personnel-Salaries and Wages |
| 3. Form SPO-H206B | Personnel-Payroll Taxes, Assessments, and Fringe |
| 4. Form SPO-H206C | Travel-Inter-island |
| 5. Form SPO-H206E | Contractual Services-Administrative |
| 6. Form SPO-H206F | Contractual Services-Subcontracts |
| 7. Form SPO-H206H | Program Activities |
| 8. Form SPO-H206I | Equipment Purchases |

B. Other Financial Related Materials

Applicant must obtain prior written approval to subcontract any portion of the study. Subcontractors must comply with all applicable laws, rules, and regulations and meet the same qualifications as the applicant.

Applicant should also describe in a comprehensive manner the fiscal management structure, including but not limited to budgeting, fiscal controls, and accounting. The applicant must have a functioning accounting system that is operated in accordance with generally accepted accounting principles, or have a designated entity that will maintain a functioning accounting system for the organization in accordance with generally accepted accounting principles.

The applicant must certify that it will perform financial and compliance audits in accordance with "Government OMB Circular A-133" and submit the audits to the HCDCH as directed if federally funded for \$500,000 or more.

Any reasonable modification to the scope of services which does not materially add to the cost of the work shall be performed without extra payment or increase in contract cost on account of those changes

1. Accounting System

In order to determine the adequacy of the applicant's accounting system as described under the administrative rules, the latest single audit report of financial statements including management letter are requested as part of the Proposal Application.

VI. Other

A. Litigation

The applicant shall disclose any pending litigation to which they are a party, including the disclosure of any outstanding judgment. If applicable, please explain.

Section 4

Proposal Evaluation

Section 4

Proposal Evaluation

I. Introduction

The evaluation of proposals received in response to the RFP will be conducted comprehensively, fairly and impartially. Structural, quantitative scoring techniques will be utilized to maximize the objectivity of the evaluation.

II. Evaluation Process

The procurement officer or an evaluation committee of designated reviewers selected by the head of the state purchasing agency or procurement officer shall review and evaluate proposals. When an evaluation committee is utilized, the committee will be comprised of individuals with experience in, knowledge of, and program responsibility for program service and financing.

The evaluation will be conducted in three phases as follows:

- Phase 1 - Evaluation of Proposal Requirements
- Phase 2 - Evaluation of Proposal Application
- Phase 3 - Recommendation for Award

Evaluation Categories and Thresholds

Evaluation Categories

Possible Points

Administrative Requirements

Proposal Application

100 Points

Program Overview	0 points
Experience and Capability	20 points
Project Organization and Staffing	15 points
Service Delivery	55 points
Financial	10 Points

TOTAL POSSIBLE POINTS

100 Points

III. Evaluation Criteria

A. Phase 1 - Evaluation of Proposal Requirements

1. Administrative Requirements

1. State Procurement Office pre-registration
2. Assurances and Certifications
3. Tax clearance certificate

2. Proposal Application Requirements

- Proposal Application Identification Form (Form SPO-H-200)
- Table of Contents
- Program Overview
- Experience and Capability
- Project Organization and Staffing
- Service Delivery
- Financial (All required forms and documents)
- Program Specific Requirements (as applicable)

B. Phase 2 - Evaluation of Proposal Application (100 Points)

Scoring Procedures

For each category, evaluators will read the corresponding section in the applicant's proposal. Rating will be as follows:

- 10 = Applicant has addressed all elements of the RFP requirements in a logical, comprehensive, detailed manner.
- 7 = Applicant has satisfactorily addressed most of the required elements of the RFP
- 5 = Applicant has addressed some of the required elements of the RFP.
- <=4 = Applicant has not addressed the required elements of the RFP.

Comments are optional. The evaluation panel will rate each category on a scale of 0 through 10 and convert that rating to a point score. Ratings will be the consensus of the evaluation panel.

Program Overview: No points are assigned to Program Overview. The intent is to give the applicant an opportunity orient evaluators as to the service(s) being offered.

1. *Experience and Capability (20 Points)*

The State will evaluate the applicant's experience and capability relevant to the proposal contract, which shall include:

A. Necessary Skills (4 points)

- Demonstrated skills, abilities, and knowledge relating to the delivery of the proposed services.

B. Experience (4 points)

- The APPLICANT has provided resumes of key staff that include a listing of experience with related or similar projects.
- The APPLICANT has demonstrated skills, abilities, knowledge of and experience relating to the delivery of the proposed services.

C. Quality Assurance and Evaluation (4 points)

- Sufficiency of quality assurance and evaluation plans for the proposed services, including methodology.

D. Coordination of Services (4 points)

- Demonstrated capability to coordinate services with other agencies and resources in the community.

E. Facilities (4 points)

- Adequacy of facilities relative to the proposed services.

2. Project Organization and Staffing (15 Points)

The State will evaluate the applicant's overall staffing approach to the service that shall include:

A. Staffing

- Proposed Staffing: That the proposed staffing pattern, client/staff ratio, and proposed caseload capacity is reasonable to insure viability of the services. (5 points)
- Staff Qualifications: Minimum qualifications (including experience) for staff assigned to the program. (5 points)

B. Project Organization

- **Supervision and Training:** Demonstrated ability to supervise, train and provide administrative direction to staff relative to the delivery of the proposed services. (5 points)
- **Organization Chart:** Approach and rationale for the structure, functions, and staffing of the proposed organization for the overall service activity and tasks.
- The applicant's plans to fulfill the section 3 requirements to

provide employment opportunities to low and very-low income individuals

3. *Service Delivery (55 Points)*

- Evaluation criteria for this section will assess the applicant's approach to the service activities and management requirements outlined in the Proposal Application.
- The evaluation criteria may also include an assessment of the logic of the work plan for the major service activities and tasks to be completed, including clarity in work assignments and responsibilities, and the realism of the timelines and schedules, as applicable.

5. *Financial (10 Points)*

- Personnel costs are reasonable and comparable to positions in the community. (2 points)
- Non-personnel costs are reasonable and adequately justified. (2 points)
- The budget fully supports the scope of service and requirements of the Request for Proposal. (2 points)
- Adequacy of accounting system. (4 points)

C. Phase 3 - Recommendation for Award

Each notice of award shall contain a statement of findings and decision for the award or non-award of the contract to each applicant.

Section 5

Attachments

- A. Proposal Application Checklist
- B. Sample Table of Contents
- C. List of HCDCH's Federal and State public housing complexes including population size, section 8 population size.
- D. Certification of Consistency and Compliance with Federal Mandates

Attachment A

Proposal Application Checklist

Applicant: _____ RFP No.: _____

The applicant's proposal must contain the following components in the order shown below. This checklist must be signed, dated and returned to the state purchasing agency as part of the Proposal Application. *SPO-H forms are located on the web at <http://www.spo.hawaii.gov> Click *Procurement of Health and Human Services* and *For Private Providers*.*

Item	Reference in RFP	Format/Instructions Provided	Required by Purchasing Agency	Completed by Applicant
General:				
Proposal Application Identification Form (SPO-H-200)	Section 1, RFP	SPO Website*	X	
Proposal Application Checklist	Section 1, RFP	Attachment A	X	
Table of Contents	Section 5, RFP	Section 5, RFP	X	
Proposal Application (SPO-H-200A)	Section 3, RFP	SPO Website*	X	
Registration Form (SPO-H-100A)	Section 1, RFP	SPO Website*	(Required if not Registered)	
Tax Clearance Certificate (Form A-6)	Section 1, RFP	Dept. of Taxation Website (Link on SPO website)*	X	
Cost Proposal (Budget)				
SPO-H-205	Section 3, RFP	SPO Website*	X	
SPO-H-205A	Section 3, RFP	SPO Website*	No	
SPO-H-205B	Section 3, RFP	SPO Website*	No	
SPO-H-206A	Section 3, RFP	SPO Website*	X	
SPO-H-206B	Section 3, RFP	SPO Website*	X	
SPO-H-206C	Section 3, RFP	SPO Website*	X	
SPO-H-206D	Section 3, RFP	SPO Website*	No	
SPO-H-206E	Section 3, RFP	SPO Website*	X	
SPO-H-206F	Section 3, RFP	SPO Website*	X	
SPO-H-206G	Section 3, RFP	SPO Website*	No	
SPO-H-206H	Section 3, RFP	SPO Website*	X	
SPO-H-206I	Section 3, RFP	SPO Website*	X	
SPO-H-206J	Section 3, RFP	SPO Website*	No	
Certifications:				
Consistency and Compliance with Federal Mandates	Section 5, RFP	Attachment D	X	
Regarding Debarment and Suspension (Form HUD-2992)		HUD Clips website www.hudclips.org	X	
Drug Free Workplace (Form HUD-50070)		HUD Clips website www.hudclips.org	X	
Certification of Payments to Influence Federal Transactions (HUD 50071)		HUD Clips website www.hudclips.org	X	
Disclosure of Lobbying Activities (SF-LLL)		OMB website www.whitehouse.gov/omb/grants/grants_forms.html	If applicable	
Program Specific Requirements:				
Sample Contract General Conditions		SPO Website*	X	

Authorized Signature

Date

Sample

Attachment B Proposal Application Table of Contents

I.	Program Overview.....	1
II.	Experience and Capability	1
A.	Necessary Skills	2
B.	Experience.....	4
C.	Quality Assurance and Evaluation.....	5
D.	Coordination of Services.....	6
E.	Facilities.....	6
III.	Project Organization and Staffing	7
A.	Staffing.....	7
1.	Proposed Staffing	7
2.	Staff Qualifications	9
B.	Project Organization	10
1.	Supervision and Training	10
2.	Organization Chart (Program & Organization-wide) (See Attachments for Organization Charts)	
IV.	Service Delivery.....	12
V.	Financial.....	20
	See Attachments for Cost Proposal	
VI.	Litigation.....	20
VII.	Attachments	
A.	Cost Proposal	
	SPO-H-205 Proposal Budget	
	SPO-H-206A Budget Justification - Personnel: Salaries & Wages	
	SPO-H-206B Budget Justification - Personnel: Payroll Taxes and Assessments, and Fringe Benefits	
	SPO-H-206C Budget Justification - Travel: Interisland	
	SPO-H-206E Contractual Services – Administrative	
	SPO-H-206F Contractual Services – Subcontracts	
	SPO-H-206H Program Activities	
	SPO-H-206I Equipment Purchases	
B.	Other Financial Related Materials	
	Financial Audit for fiscal year ended June 30, 1994	
C.	Organization Chart	
	Program	
	Organization-wide	
D.	Program Specific Requirement	

Attachment C

FEDERAL Public Housing Projects	<u>Units</u>	<u>Occupied</u>	<u>Tenants</u>	<u>Male</u>	<u>Female</u>	<u>Elderly</u>	<u>Disabled</u>	<u><18</u>	<u>18+</u>
DAVID MALO CIRCLE	18	16	61	24	37	2	7	30	31
ELEELE	24	23	88	42	46	2	11	45	43
HALE ALOHA O PUNA	30	27	30	9	21	24	8	0	30
HALE HAUOLI	40	38	40	22	18	23	29	0	40
HALE HOOKIPA	32	26	27	12	15	13	24	0	27
HALE HOOLULU	12	12	12	5	7	6	8	0	12
HALE HOONANEA	40	40	42	25	17	16	27	0	42
HALE LAULIMA	36	34	120	41	79	4	8	53	67
HALE NANI KAI O KEA	38	36	38	20	18	20	18	0	38
HALE OLALOA	50	48	54	24	30	50	8	0	54
HOME NANI	14	13	13	8	5	6	11	0	13
HOKIPA KAHALUU	56	43	132	55	77	4	17	60	72
HUI O HANAMAULU	46	43	135	61	74	5	15	69	66
KA HALE KAHALUU	50	43	175	73	102	5	12	102	73
KA AHUMANU HOMES	152	147	455	178	277	27	56	197	258
KAHALE MUA	25	15	71	35	36	0	0	41	30
KAHEKILI TERRACE	82	80	296	132	164	10	16	149	147
KAIMALINO	40	34	97	44	53	6	21	47	50
KALAHEO	8	8	17	7	10	0	3	6	11
KALAKAUA HOMES	221	216	402	148	254	147	60	96	306
KALANIHUIA	151	142	194	77	117	171	33	0	196
KALIHI VALLEY HOMES	400	219	973	459	514	66	93	439	534
KAMEHAMEHA HOMES	221	211	552	232	320	69	74	221	331
KANEOHE APARTMENTS	24	20	48	16	32	3	5	22	26
KAPAA	36	35	105	45	60	4	11	48	58
KAUHALE NANI	50	47	149	58	91	8	15	65	84
KAUHALE OHANA	25	19	98	39	59	0	5	54	44
KAUHALE O'HANAKAHI	20	39	184	78	106	0	6	114	70
KAU'TOKALANI	50	29	143	65	78	3	9	84	59
KAWAILEHUA	25	22	88	40	48	0	0	54	34
KEALAKEHE	48	33	90	34	56	9	9	42	48

Attachment C

	<u>Units</u>	<u>Occupied</u>	<u>Tenants</u>	<u>Male</u>	<u>Female</u>	<u>Elderly</u>	<u>Disabled</u>	<u><18</u>	<u>18+</u>
KEKAHA HA'AHEO	78	74	165	86	79	22	35	60	105
KOOLAU VILLAGE	80	75	272	119	153	7	24	137	135
KUHIO HOMES	134	126	539	237	302	23	54	291	248
KUHIO PARK TERRACE	614	550	1,946	818	1,127	74	124	981	965
KUPUNA HOME O'WAIALUA	40	33	38	22	16	17	26	0	38
LANAKILA HOMES I	150	43	120	55	65	11	14	57	63
LANAKILA HOMES II	50	39	142	62	80	10	19	74	68
LANAKILA HOMES III	30	6	28	14	14	2	1	15	13
MAILI I	20	20	80	41	39	1	3	31	49
MAILI II	24	22	94	45	49	4	5	46	48
MAKAMAE	124	89	100	48	52	69	37	0	100
MAKANI KAI HALE I	25	24	109	48	61	1	5	66	43
MAKUA ALII	211	205	233	66	167	211	31	0	233
MAYOR WRIGHT HOMES	364	344	1,234	534	700	108	118	555	679
NANAKULI HOMES	36	33	149	78	71	2	6	82	67
NANI OLU	32	27	33	13	20	15	29	0	33
NOELANI I	19	15	39	15	24	1	6	18	21
NOELANI II	24	20	90	35	55	0	4	55	35
PAHALA	24	19	20	11	9	9	11	0	20
PALOLO VALLEY HOMES	118	111	484	224	260	16	30	235	249
PAOAKALANI	151	139	175	66	108	147	30	1	174
PIILANI	42	42	44	23	21	32	19	0	44
POMAIKAI	20	16	17	8	9	16	3	0	17
PUMEHANA	139	127	148	65	83	109	39	0	148
PUNAHELE	30	27	58	22	36	9	8	21	37
PUNCHBOWL HOMES	156	152	203	86	117	142	41	10	193
PUUWAI MOMI	260	244	866	387	479	47	93	442	424
SALT LAKE	28	27	37	7	30	11	12	6	31
SPENCER HOUSE	17	17	65	29	36	3	7	29	36
WAHIAWA TERRACE	60	50	159	65	94	7	20	69	90
WAIMAHA-SUNFLOWER	130	70	218	100	118	9	15	112	106
WAIMANALO HOMES	50	40	156	74	82	7	19	69	87

Attachment C

	<u>Units</u>	<u>Occupied</u>	<u>Tenants</u>	<u>Male</u>	<u>Female</u>	<u>Elderly</u>	<u>Disabled</u>	<u><18</u>	<u>18+</u>
WAIPAHU I	19	13	54	20	34	1	1	30	24
WAIPAHU II	20	17	60	27	33	0	10	36	24
TOTAL	5,383	4,614	13,104	5,658	7,444	1,846	1,518	5,566	7,541

**STATE Public
Housing Projects**

	<u>Units</u>	<u>Occupied</u>	<u>Tenants</u>	<u>Male</u>	<u>Female</u>	<u>Elderly</u>	<u>Disabled</u>	<u><18</u>	<u>18+</u>
HALE PO'AI	206	200	304	141	163	279	24	0	304
HALIA HALE	41	39	58	30	28	53	2	1	57
HAUIKI	46	40	133	60	73	17	18	39	94
KAHALE MUA	32	20	37	18	19	2	6	9	27
KAMALU-HO'OLULU	221	207	252	89	163	243	2	0	252
KAWAILEHUA	26	23	50	23	27	3	6	19	31
KE KUMU ELUA	26	21	52	28	24	3	6	21	31
LA'IOLA	108	97	108	45	63	106	3	0	108
LOKAHI	30	16	43	17	26	6	8	16	27
PUAHALA HOMES	128	101	315	145	170	37	50	109	206
WAIAKA APTS	8	6	11	3	5	0	0	7	4
TOTAL	872	770	1,363	599	761	749	125	221	1,141

Attachment C

Section 8 Program

<u>ISLAND</u>	<u>PROJECT</u>	<u>UNITS</u>	<u>TENANTS</u>	<u>MALE</u>	<u>FEMALE</u>	<u>ELDERLY</u>	<u>DISABLED</u>
	HI901VO0028	1	2	0	2	1	1
		1	2	0	2	1	1
KAUAI	HI901VO0033	13	52	21	31	0	0
		13	52	21	31	0	0
OAHU	HI901VO0014	39	104	44	60	9	14
	HI901VO0015	38	116	46	70	10	16
	HI901VO0025	92	181	62	119	33	33
	HI901VO0026	163	437	182	255	36	62
	HI901VO0027	168	474	203	271	37	70
	HI901VO0028	238	791	325	466	46	73
	HI901VO0029	45	140	53	87	12	15
	HI901VO0033	507	2,031	868	1,163	2	48
	HI901VO0034	1	1	0	1	0	1
	HI901VO0035	86	150	71	79	9	89
	HI901VO0037	832	2,433	1,055	1,378	239	381
		2,209	6,858	2,909	3,949	433	802
OTHER-OUTGOING PORTS	HI901VO0027	1	2	1	1	0	1
	HI901VO0028	1	1	0	1	1	0
	HI901VO0033	4	14	6	8	0	0
	HI901VO0035	1	1	1	0	0	1
	HI901VO0037	7	21	10	11	0	3
		14	39	18	21	1	5
Grand Total:		2,237	6,951	2,948	4,003	435	808

Attachment D

Certification of Consistency and Compliance with Federal Mandates

I CERTIFY that the proposed activities will be consistent with the following and comply with all statutes and regulations related to the following:

1. Affirmatively Furthering Fair Housing. Affirmative duty to further fair housing, including the elimination of impediments to fair housing; the local jurisdiction or regional Analysis of Impediments to Fair Housing Choice; and the affirmative duty to carry out activities proposed specifically in the application.
2. Nondiscrimination. The Americans with Disabilities Act, Title IX of the Education Amendments Act of 1972, Fair Housing Act, Title VI of the Civil Rights Act of 1964, section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, and Section 109 of the Housing and Community Development Act of 1974.
3. Cost Principles. OMB Circular No. A-122 (Cost Principles for Nonprofit Organizations) or OMB Circular No. A-87 (Cost Principles for Local Units of Government), and OMB Circular No. A-133 (Audit Requirements) as appropriate.

Signed this _____ day of _____, 2005

By: _____
Applicant Chief Executive Officer, or Other Authorized Representative

For: _____ Applicant